

Frequently Asked Questions

USAID Public-Private Alliance Builder Externship

1. What will I do as an extern?

You will be involved with real projects and engaged in many aspects of the day-to-day duties of the Office of Global Development Alliances (GDA). The GDA is meant to serve the entire Agency and therefore communicates with USAID pillar and regional bureaus, and field missions worldwide.

You will be paired up with one or two members of the GDA staff, whose technical and geographic foci may or may not coincide with your background, though we will try to take those factors into consideration. Please visit the GDA web site at www.usaid.gov/gda to see how the primary responsibilities are divided amongst the staff. Your advisor will assign you duties and tasks to help him/her with their work (research, attending meetings and conferences, drafting and presenting reports, etc.).

2. How many positions are there?

There is currently one position available.

3. What is the difference between an externship and an internship?

This is not a typical internship insofar as no credits are offered and there will generally not be an internship-like project spanning your time at GDA. Furthermore, you will be treated as a full member of the GDA team, assisting the staff in their work.

4. Do I have to be a U.S. citizen?

All applicants must be United States citizens—either born in the U.S. or naturalized. You should be a carrier of a U.S. passport. For purposes of expediting your security clearance process, GDA cannot accept any dual citizens or foreign passport holders.

5. When is the deadline for application?

This announcement will remain open until filled, though we are seeking to fill it soon (by mid to late January).

6. Can I do this part time?

No. The GDA requires all externs to work a regular 40-hour workweek.

7. Will I get to travel?

You may be asked to attend meetings in and around the Washington, D.C. area, but international travel is not likely, though we have had externs travel in the past.

8. What kind of experience do I need?

Externs should have at least several years of private sector and/or international development work experience, some of which should be in developing countries. Your application will be greatly enhanced by the extent to which you can show how your skills will help GDA further its mission towards public-private alliance building.

9. Do I have to write a cover letter?

Yes. You must submit a separate cover letter, along with your CV or resume. The cover letter should be addressed to:

Ms. Mary Liakos, Project Manager

10. How do I apply?

Your cover letter and resume should be emailed as attachments to Ms. Mary Liakos at MLiakos@msi-gda.com. *All applications must be submitted by email.*

10. When will decisions be made?

This position will be filled as soon as possible.

11. Why is this position ending on March 31st, 2006 and not some time in May?

Management Systems International's current institutional contract with GDA will officially end on March 31st, 2006, disallowing extern positions under the MSI contract to work beyond that date.

12. Will there be a possibility that this externship will turn into a regular full-time position with USAID?

To apply for federal employment with USAID, please see <http://www.usaid.gov/careers/> for further information. As an extern, your employer is the GDA's contractor, Management Systems International (please visit www.msiworldwide.com). MSI is a management consulting firm with 23 years of experience in the field of international development. The MSI team has held this contract with the since September 2001, the inception of the GDA.

MSI will process all of your paperwork and issue your paycheck. Externs are paid a flat hourly rate and do not receive any additional fringe benefits.

If you are not selected for this externship, your resume may be reviewed for other positions at MSI or in other USAID offices.